

# **INDIVIDUAL VEHICLE DISTANCE AND FUEL REPORT** (Must be kept by driver for each trip)

License Year \_\_\_\_\_

1. The Individual Vehicle Distance Record and Fuel Report must account for all distance traveled and all fuel received.
2. If you use a substitute vehicle, prepare a separate Individual Vehicle Distance and Fuel Report to account for the distance traveled and fuel received by the substitute vehicle.

Account Number _____		Registrant Name (Printed) _____		Address _____		Driver's Name (Printed) _____		Driver's Signature _____	
Fleet Number _____		VIN Number _____		Trip Origin City: _____		Jurisdiction: _____		Destination City: _____	
Trip Number _____		Manifest Number _____		Start Date No. _____ Day _____ Yr. _____		End Date No. _____ Day _____ Yr. _____		Fuel Type Diesel _____ Gasoline _____ Other _____	
(1) LINE	(2) Jurisdiction	(3) Date Mo./Day/Yr.	(4) Highway or Route Traveled	(5) Show Odometer Reading a. At beginning of Trip b. When Exiting Jurisdiction c. At End of Trip	(6) Jurisdiction Distance Traveled	(7) Name and Address (City & State) of Fuel Stop	(8) Fuel Purchased Gallons/Liters	(9) Fuel Invoice Number	Rate Per Trip Distance Per Gallon
1									
2									
3									
4									
5									
6									
7									
8									
				END ODOMETER _____	TOTAL TRIP DISTANCE _____	TOTAL FUEL _____			
				BEGINNING ODOMETER _____					
				TOTAL Distance _____					

This form must be kept by the driver. Each item must be completed. Enter name of jurisdiction in which trip begins on Line 1, Column 2. Enter odometer reading at beginning of trip on Line 1, Column 5. Record name of next jurisdiction entered and odometer reading on Line 2, Column 2 and 5, etc. Record distance traveled in each jurisdiction in Column 6. The difference between the "end odometer" reading in Column 5 should agree with total trip distance recorded in Column 6. If hubodometer distance are used, enter in Column 5, and indicate with "HUB".

**THIS FORM MAY BE REPRODUCED**